

CONVENTION CENTER MAINTENANCE SUPERVISOR*Class Definition*

Under direction, performs supervisory and skilled work in the maintenance, repair and alteration of Convention Center facilities and related equipment.

Distinguishing Characteristics

Convention Center Maintenance Supervisor is a first line supervisory class in which incumbents supervise the day-to-day work activities of maintenance, construction, technical and custodial employees. Reporting to the Operations and Events Supervisor, Convention Center Maintenance Supervisors have operational and administrative responsibilities for one or more programs. Incumbents may be required to work a variety of shifts, holidays, and weekends.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Schedules and assigns crews and equipment; instructs crews in proper work methods; reassigns workers to meet varying work load or crew requirements.

Conducts performance evaluations and recommends appropriate corrective action when required.

Supervises building repairs and alterations to assure compliance with applicable codes.

Supervises custodial services in the Center, directly and through subordinate employees.

Supervises and participates in the maintenance, repair, operation and overhaul of Convention Center facilities and equipment such as boilers, chillers, ice floor equipment, fans, blowers, coils, ducts, thermostats, gauges, meters and valves.

Assists in the preparation of budget documents and bid specifications for major equipment purchases and projects.

Inspects Convention Center facilities and equipment for damage or deterioration; recommends appropriate corrective steps when substandard conditions are identified.

Prepares event set-up and accommodations in accordance with events/manifest; assists promoters before, during and after events.

Checks time cards, leave request forms, and requisitions; orders parts and supplies; maintains records and related

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documents.

Supervises and conducts job training and safety programs.

Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of the principles and practices of effective employee supervision.

Knowledge of the methods, tools, and equipment used in the care and maintenance of a large multi-purpose entertainment facility and grounds.

Knowledge of the procedures and requirements for installation and maintenance of ice making and surfacing equipment, and basketball and other specialty flooring.

Knowledge of basic concert rigging procedures.

Knowledge of the hazards and safety requirements of the work.

Knowledge of the requirements regarding access and egress in large auditoriums and fire regulations concerning large assemblies.

Knowledge of the techniques and procedures employed in the set-up and arrangements of accommodations for Convention Center users.

Knowledge of the building trades including air conditioning, heating, and plumbing specific to a large multi-purpose entertainment facility.

Ability to instruct crew members in proper work methods.

Ability to perform skilled mechanical, electrical, and structural maintenance and repair work.

Ability to establish and maintain good working relationships with employees, officials, contractors, and inspectors.

Ability to keep work records and prepare reports using basic computer skills.

Minimum Qualifications

Five years of experience in maintenance and repair of a large multi-purpose facility, which included, or is supplemented by, two years of lead or supervisory work experience. Satisfactory completion of accredited college or university course work in business, public administration, recreation administration, or closely related field may be substituted for a maximum of two years of the required experience on the basis that thirty semester units equals one year of experience.

Special Requirement

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: _____
Director of Administrative Services

DATE: _____

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